

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week	Date Completed	Epicenter	Walkthrough	Other	Additional detail on evidence	Notes
Curriculum & Instruction	Master schedule and staffing plan developed (annual calendar, school schedule, staffing plan)		X				X			all items uploaded to Epicenter	
Curriculum & Instruction	Needed instructional materials and supplies are ordered or on hand	X						X		Evidence of actual materials on hand or evidence materials have been ordered and will be delivered in time for school opening	
Curriculum & Instruction	School calendar is made available to the staff and public	X					X			all items uploaded to Epicenter	
Curriculum & Instruction	School class schedule is finalized and made available to the staff and parents/students			X			X			all items uploaded to Epicenter	
Curriculum & Instruction	The number of hired teachers is adequate and their assignments match the staffing plan		X				X			Copy of staff roster including teaching assignments by grade level or specialty	
Curriculum & Instruction	Needed instructional materials and supplies are appropriately distributed to classrooms at every grade level			X				X	X	Classroom walk through or photographs of classrooms	
English Language Learners	ELL Student Service Plan (Lau) has been adopted by the board			X			X			plan uploaded to epicenter	
English Language Learners	Appropriate Staffing to serve English Language Learners enrolled		X				X			Signed contract(s) with certified ENGLISH LANGUAGE LEARNER staff to met the needs of the students enrolled OR a copy of the contract to provide these services	
Facilities, Fixtures and Equipment	Appropriate Facilities that meet the requirements of the school are secured	X					X			Proof of Facility/signed lease etc. upload	
Facilities, Fixtures and Equipment	All required insurances coverage stipulated in the charter is obtained		X				X			Certificates of Insurance	
Facilities, Fixtures and Equipment	Available space meets the requirement for the number of students to be served (classrooms, restrooms, special purpose space, etc.)		X					X			
Facilities, Fixtures and Equipment	Space is accessible to all students		X				X	X		Assurance that the school is ADA compliant or if not, how the school will meet the needs of all students with reasonable accommodations.	
Facilities, Fixtures and Equipment	Permits and certification for zoning on file at school		X				X			Permit and certification documents	
Facilities, Fixtures and Equipment	Permits and certification for land use on file at school		X				X			Permit and certification documents	
Facilities, Fixtures and Equipment	Permits and certifications related to building use/occupancy		X				X			Permit and certification documents	
Facilities, Fixtures and Equipment	Floor plan submitted to local polic department			X			X			certification in EpiCenter	
Facilities, Fixtures and Equipment	Space is clean, well lit, furniture is in place, equipment installed and ready for students to arrive; entrance and egress from school is adequately controlled				X			X		walkthrough	
Facilities, Fixtures and Equipment	Fire and Safety Inspection Completed			X			X			Documentation from Fire Marshal	
Facilities, Fixtures and Equipment	Health Inspection Completed			X			X			All relevant state and local health permits/documentation	
Facilities, Fixtures and Equipment	Systems are in place for student drop-off and pick-up			X				X		Plans for drop-off and pick-up	
Finance	Board policy financial procedures including cash management, signatures on check, storage of financial documents, financial reports, limitations on spending without a contract, emergency spending procedures	X					X			Finance Policy	
Finance	Staff handbook includes procedures for procurement, reimbursements, use of petty cash, reporting requirements, contracting			X			X			Staff Handbook	
Finance	Retirement Plan		X				X			Evidence of enrollment in appropriate retirement plan	
Finance	Payroll		X				X			Contract with a payroll company or evidence of employment of or contract with individual to handle payroll and payroll deduction policy	
Finance	Financials evidence the school will be able to operate throughout the school year	X	X	X			X			Budget, Monthly Financials	
Finance	Board policy on payroll deduction		X				X			Finance Policy	
Finance	Electronic Fund Transfer (EFT) Enrollment Forms have been submitted to DESE.	X					X			Verification from Leadership of completion	
Finance	Necessary state documents to generate payment have been submitted (Vendor Input Form)	X					X			Verification from Leadership of completion	https://dese.mo.gov/sites/default/files/vendorach.pdf

SECTION	Area of Review								Additional detail on evidence	Notes
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Governance	Management Contract (if applicable)	X					X		Current Management Contract	
Governance	IRS tax exempt status	X					X		IRS Tax Exempt Letters	
Governance	Evidence of Non-profit status demonstrated in the Articles of Incorporation	X					X		Articles of Incorporation	
Governance	Board policies on contracted services	X					X		Board adopted policies on contracted services	
Governance	Board Membership		X				X		List of current members of the school board of directors, including resumes with contact information	
Governance	Evidence of Board meetings		X				X		Meeting minutes from last board meeting, no longer than 60 days before first day	
Governance	Criminal back ground checks and family registry checks on all board members completed		X				X		Verification Letter	
Governance	Missouri Ethics Commission reports filed	X					X		Verification Letter	The new charter school LEA must register with the Missouri Ethics Commission within 30 days of your approval by the State Board of Education. You will need a list of the names and addresses of all board members. You will need to grant access to the sponsor to view filing information. If you have questions, please contact Joyce Baker at (573) 751-2020. Each board member must also file financial disclosures within the first 30 days of approval of the charter school application by the State Board of Education.
Governance	Current Bylaws		X				X		Updated and ratified bylaws	
Governance	The school's charter application, agreement and performance contract are posted on school's website		X					X	Link to documents	
Governance	Names and contact information of board members are on school's website		X					X	Website link	
Governance	Board adopts policies concerning students health records (access, storage, management charged with establishing procedures, informing parents and staff of procedures)		X				X		Board policy	
Governance	Board adopts policies on transportation services for students with disabilities and for homeless students		X				X		Board policy	
Governance	Board policy on the administration and consumption of medication at school		X				X		Board policy	
Governance	Board approved personnel policies		X				X		Board policy	
Governance	Board meeting Calendar provided to MCPSC		X				X		uploaded to EpiCenter	
Governance	Board Contract with School Leader with clear expectations for leader	X								
Governance	Board members visit another high performing charter school board meeting as part of board development	X						X	List of meetings board members attended and/or report out from board members on observations in meeting minutes	Suggested best practice
Management	Administrative and staff Plan with Titles	X					X		Administrative Staff Plan	
Management	Organizational Chart			X			X		Updated organization chart with specific names and designated "senior management"	
Management	Staff policies and procedures for serving special education students is available to staff		X				X		Special Education Policy and Procedures and Description of how policy and procedures was shared with staff (handbook)	
Management	Staff policies and procedures concerning students health records is available to staff		X				X		Student Health Record Policy and Procedures and Description of how policy and procedures was shared with staff (handbook)	
Management	Title I Plan approved by board		X				X		Copy of Title I plan approved by board	
Management	Appropriate staff signed up for appropriate DESE listservs	X		X				X	verification from leadership	https://dese.mo.gov/communications/listservs
Management	Appropriate Staff have access to MOSIS	X		X				X	Verification from leadership team that PIN code has been received from Charter School office and MOSIS access request form has been submitted	
Management	Appropriate Staff have access to DESE Web portal (web apps and MCDs). And MCPSC staff have been given appropriate level access.	X		X				X	Verification from leadership team the ePeGs Security Form and the DESE Web System User ID request forms have been submitted	https://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf https://dese.mo.gov/sites/default/files/dac_forms/MO5002377.pdf
Management	School's Plan for when teachers are absent		X				X		School's plan for contracting with substitute teachers and process for teachers to request leave	

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		3-6 months	1-Jul	1-Aug	1 week	Date Completed	Epilenter	Walkthrough	Other		
Operations	Request LEA/attendance center from DESE	X							X	verification from leadership form submitted to DESE to generate county/district/building codes	https://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf
Operations	Detailed plans for responding to emergencies (fire drills, emergency evacuation, etc.)		X				X			Emergency Plans Emergency Drill Schedule	
Operations	Criminal back ground checks and family registry checks on all hired employees			X			X			Verification Letter	
Operations	Teacher Certification			X				X		Copies of all valid Missouri teacher's licenses listing certification areas or proof that an individual is in the process of obtaining or proof of compliance with statutory exemption-certification of MOSIS screen 18 submitted	
Operations	Food Service arrangements have been made and appropriate inspections completed			X			X			food service license/health permits	
Operations	Supplemental Transportation Service for students with Disabilities whose IEP requires transportation and for homeless students			X			X			Copy of agreement with supplemental transportation services- transportation plan or federal plan requirements	
Operations	Background checks for all vendors who interact with students or visit the building (includes but not limited to transportation and food service)			X			X			vendor provides assurance that drivers and delivery folks have had criminal background checks	
Operations	Appropriate Safe School signage (school zone/speed limits, crosswalk, etc.)				X			X		Evidence that the appropriate municipal department has been contacted to install school zone/speed limits, crosswalks and safe school signs	
Operations	Parent and student handbook includes policies and procedures for administration and consumption of medication at school; immunization or exemption of immunization.			X			X			Parent and Student Handbook	
Operations	Detailed plans for prepare and responding to emergencies are posted in the school and in each classroom				X			X		walk through	
Operations	Student Health Services				X			X		Evidence that health services are available as required including locked cabinets for medicine	
Operations	Student Information System in place and staff trained		X				X			Evidence of SIS and documentation of staff training	
Operations	Procedures are in place for creating, storing, securing and using student academic, attendance, and discipline data and records		X				X			Evidence of SIS and Policies that align with FERPA	
Operations	Complaint Resolution Process is in place and shared with staff, parents and students			X			X			Parent and Student Handbook Staff Handbook	
Operations	If providing transportation for all students appropriate contracts and plans are in place		X							tranportation contract and pickup/dropoff schedule	
Operations	Per Statute the American Flag is displayed on school grounds				X			X			
Operations	procedures for pick up and drop off				X			X			
Operations	Employment Polices have been established and are available to teachers and staff			X			X			Staff Handbook and Evidence copies of the handbook and policies have been distributed to staff	
Parent/ Community	Student and parent (guardian) handbook containing specific policies on discipline (suspension and expulsion), promotion, rights of the students, rights to attend board meetings, and grievance procedures is completed (board approved)		X				X			Parent and Student Handbook	
Parent/ Community	Student and parent handbooks is made available to parents, potential parents, students				X		X			Description of how Parent and student handbook was shared with parents, potential parents and students (website link, copy of email communication, etc.)	
Parent/ Community	Parent and student handbook includes policies and procedures for transportation				X		X			Parent and Student Handbook	
Parent/ Community	School policies and procedures concerning students health records is available to parents in handbook				X		X			Parent and Student Handbook	
Parent/ Community	MOCAP requirement in handbook and posted on landing page of website										
Parent/ Community	Background checks for all volunteers				X		X			Verification Letter	
Special Education	Appropriate teaching staff to serve Special Education Students enrolled			X			X			Signed contracts with special education teaching staff that meets licensing requirements as TEACHER OF RECORD	
Special Education	Appropriate staff to meet the services outlined in IEPs of enrolled Special Education Students				X		X			Signed contract(s) with certified SPECIAL EDUCATION STAFF, speech and language therapists, occupational and physical therapists, and/or any other staff as required to meet the needs of the students enrolled OR a copy of the contract to provide these services	
Special Education	Compliance plan approved by board (RPDC Consultant can be used as a resource for this item)				X		X			Copy of approved Compliance Plan	
Special Education	Provisions have been made for assessing and serving students with disabilities		X				X			Contracts with staff certified to provide specialized instruction and related services or evidence of contracted services	

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Student Enrollment	Documents pertaining to the lotteries held	X					X			Documentation of notice of lottery and procedures followed for lottery	
Student Enrollment	Student Application	X					X			Documentation application is available (link on website, description of how it is shared with families)	
Student Enrollment	Student enrollment procedures, including application deadlines, capacity by grade level, enrollment limitations as allowed by statute, lottery procedures are in policy adopted by the board	X					X			Enrollment policy and manual	
Student Enrollment	Student Residency				X		X			All students enrolled have provided proof of residency	
Student Enrollment	Enrolment Procedures to identify students with disabilities, English Language Learners, homeless	X					X			Copy of enrollment procedures	
Student Enrollment	Student records, including records for students with special needs, have been received or requested			X	X			X		documentation of records request	
Student Enrollment	Student enrollment statistics, including number currently enrolled (by subgroups), number of students on wait list (by subgroups) have been presented to the board	X	X	X	X		X			Board minutes and regular enrollment updates	
Student Enrollment	Student roster is available to teachers				X			X		Student Rosters	
Student Enrollment	Students enrolled are entered into MOSIS				X			X		Assurance document	
Student Enrollment	Locked storage and/or secured electronic storage for student academic, attendance, discipline, test records				X			X		walk through	
Student Enrollment	Locked and separate storage OR secured and separate electronic storage of all student health records				X			X		walk through	